

MEMORANDUM

Administrative Services

Town Clerk Risk Management Human Resources

TO: Robert Middaugh, Town Administrator
FROM: Barbara McDaniel, CMC/AEE, Assistant Town Clerk
THROUGH: Gail Reinfeld, ^ACMC/AEE, Administrative Services Director
DATE: October 18, 1999
SUBJECT: Appointment to Youth Advisory Board

The Town Clerk's Office has received communication from Sandi Lloyd that her daughter, Pamela, has had to resign from the Youth Advisory Board. Although Vice-Mayor Bush appointed Miss Lloyd to the Board, this appointment is a non-exclusive appointment and the term will expire March 2000. This appointment will be placed on the November 3rd Council agenda.

c: Town Council
Barry Webber, Town Attorney

October 3, 1999

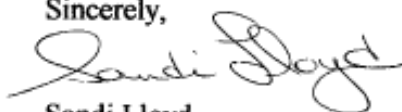
Ms. Sharon Kent
Community Services Director
6901 Orange Drive
Davie, FL 33314

Dear Sharon:

Rather than just the e-mail, I was asked to notify the Town in writing that Pam will be resigning from the Teen Board.

Sorry for any inconvenience this may cause.

Sincerely,

A handwritten signature in cursive script that reads "Sandi Lloyd". The signature is written in dark ink and is positioned above the printed name.

Sandi Lloyd

cc: Jim Bush
